



FREQUENTLY ASKED QUESTIONS

Q. What is the first step for a nonprofit agency interested in applying for an IMPACT THE PALM BEACHES grant?

- First, each nonprofit must complete an Organization Profile in order to qualify to move forward in the grant process: <http://www.yourcommunityfoundation.org/HowtoCreateYourOrganizationProfile>
- All information, including the Organization Profile, LOI and Grant Application should be submitted electronically to our community partner, the Community Foundation for Palm Beach and Martin Counties (CFPBMC): <http://account.yourcommunityfoundation.org/login.go>
- All additional grant information is available on the Impact the Palm Beaches website <http://impactpalmbeaches.org>
- The training for non-profit organizations on the process and deadlines will be held **Thursday, July 6, 2017** at the Community Foundation for Palm Beach and Martin Counties.

Q. Do we have to submit a Letter of Intent (LOI) in order to begin the grant application process?

- Yes, organizations must submit a LOI by **Friday, August 4, 2017 @ 5:00PM**.

Q. How will we know if we are invited to submit a full proposal?

- Organizations that submitted an LOI and are chosen to submit a full proposal will be notified by **Friday, September 1, 2017**.

Q. When is the Grant Application available on the website? What is the deadline for the Grant Application?

- The Grant Application will be available on **Friday, September 1, 2017**.
- The deadline for the Grant Application is **Wednesday, September 26, 2017 @ 5:00PM**.

Q. Can you give us guidance on which Focus Area is appropriate for our LOI and Grant Proposal?

- No, we do not provide advice about selecting a Focus Area. Each organization must make that decision.
- We recommend you consider which aspect of your proposal has the strongest impact when choosing a Focus Area.
- We **will not** consider a proposal without a selected Focus Area.

Q. What are the geographical boundaries? Where must the grant funds be spent?

- The geographical boundary in Palm Beach County within the following areas – beginning at Lake Worth Road and going north to the Martin County line and west to the Glades and East to the Ocean. The entire \$100,000 grant must be spent within those geographical boundaries.



Q. Are we eligible for a grant if our nonprofit organization is not physically located within the geographical boundaries?

- Yes. However, the project must be designated for and implemented totally within our geographical boundaries.

Q. What communication can we expect from you throughout the Grant process?

- All applicants who submit an LOI will be notified as to whether or not they have been selected to submit a full proposal.
- All applicants who submit a full Grant Proposal will be notified whether or not they have been selected for a site visit.
- All applicants who received a site visit will be notified whether or not they have been selected as a finalist.
- All finalists will be invited to the IMPACT THE PALM BEACHES Annual Meeting on **Monday, November 6, 2017** where the grant(s) will be awarded.

Q. Are there specific guidelines for a group of organizations collaborating on a grant proposal?

- Yes. One of the collaborating organizations must be the “lead organization,” applying as if it was an individual organization on behalf of the collaboration.
- The lead organization must be willing to take on all the potential rights, responsibilities, restrictions and liabilities of the grant, if it is received.

Q. Can a nonprofit organization submit different Grant Applications in different Focus Areas?

- No, each organization may submit only one (1) grant application each year.

Q. If we submit a proposal this year that is not funded, how soon can we resubmit the same proposal or a new proposal?

- You may apply the following year.

Q. If we submit a proposal and are awarded a grant, how soon can we apply again?

- If you are awarded a \$100,000 grant, you must wait three (3) years to reapply.

Q. How many finalists will be selected to make a presentation to the Impact the Palm Beaches membership? Will one project from each of the five (5) Focus areas be represented?

- We anticipate no more than 3 to 5 finalists will be selected. While we would love to see finalists from each project area, it is entirely possible to have some focus areas represented with multiple projects and some not represented at all.

Q. Your guidelines indicate you will not fund capital campaigns. Will you fund capital expenditures as part of a proposal?

- Yes. We will consider funding capital expenditures that are clearly related to the proposed project or program.



Q. How do you oversee the distribution of the grant funds awarded to nonprofit agencies?

- The Community Foundation will manage distribution of funds; funds will be distributed in two payments.
- All grant recipients are required to sign a Grant Agreement with the Community Foundation ensuring that the nonprofit uses the funds in accordance with the grant guidelines, timelines, and budget.
- A condition of the Grant Agreement will require submission of Interim and Final Reports of Grantee.

Q. Can you be a member of Impact 100 Palm Beach County and apply for a grant if you are a CEO, employee, or Board member of an applicant?

- Yes. However, you must sign a conflict of interest statement and will not be allowed to participate in grant committee discussion for your organization.